The Eight Areas of Description

The eight areas of description should be included in all records. These areas can be found in the AACR2r manual (General Rules for Description Chapter 1) and are as follows:

Area 1: Title and Statement of Responsibility

Area 2: Edition

Area 3: Material (or type of publication) specific details

Area 4: Publication, distribution, etc.

Area 5: Physical description

Area 6: Series

Area 7: Notes

Area 8: Standard number and terms of availability

Within each area, the following should be included in the format dictated by AACR2r. If any element is not available for a given resource, it is omitted. Proper abbreviations (Appendix B), capitalization rules (Appendix A), and punctuation rules (Chapters 1, 2, and 9) will be followed.

Area 1: Title and Statement of Responsibility (AACR2r 1.1)

* Include title and author (s), illustrator, editor exactly as stated on the title page.

Elements: Title proper: other title information / statement of responsibility.

Example: Giving: how each of us can change the world / Bill Clinton.

* If an item is not a book, place General Material Designation (GMD) in brackets after the title.

Elements: Title proper [GMD]: other title information / statement of responsibility

Example of an audio book: Giving [sound recording] : how each of us can change the world / Bill Clinton.

Reference: See “GMD/SMD Chart”

Area 2: Edition (AACR2r 2.1)

* Find the edition of the item. Ordinal numbers and AACR2 abbreviations are used rather than spelling out the number of and the word edition.

Elements: Edition.

Example: 1sted.

Area 3: Material (or type of publication) specific details (AACR2r 3.1, see also 3.3, 5.3, and 12.3)

* This area is used for descriptions of cartographic materials, music, electronics, and continuing resources.

Elements: Statement of Scale

Example: Scale 1 : 12,000

Elements: Musical presentation statement on the physical presentation of the

music.

Example: Playing score

Elements: Determine the numeric, alphabetic, or chronological designation of the

series

Example: National Intelligence Report. – 2005-

Area 4: Publication, distribution, etc. (AACR2r 4.1)

* This area is used to record all information pertaining to publishing, distribution, release and issuing of the item.

Elements: City of publication, (State and Country if not identifiable by city only),

Publishing company, publication or copyright date.

Example: New York : Alfred A. Knopf, c2007.

Reference: See “Abbreviations for Place of Publication.”

Area 5: Physical description (AACR2r 5.1)

* This area is to describe the extent of an item.

Elements: Include the number of pages in a preface (in Roman numerals), the

number of pages, illustrations, size of the resource, and accompanying materials, if any.

Examples:

xiii, 240 p. : ill., photos. ; 25 cm.  
1 DVD (42 min.) : sd., col. ; 4 ¾ in. + 1 teacher’s guide (8 p. ; 16 cm.)

Reference: See “GMD/SMD Chart”

Area 6: Series (AACR2r 6.1)

* This area is for the title proper of a series

Elements: The name of the series exactly as it appears on title page ; series number.

Example: The founding fathers ; Bk. 3

Reference: “How to Catalog a Book in a Series.”

Area 7: Notes (AACR2r 7.1)

* This area is for any formal or informal notes about the source.

Elements: Summary, Inclusion of bibliographical references, index, photograph credits, contents included in the table of contents, intended audience, and general notes.

Example:

Summary: Bill Clinton’s call to action looks at how each of us can change the world.

Includes bibliographical references (p. 215-226) and index.

Includes photo.credits

Contents: The explosion of private citizens doing public good – Giving money – Giving Time – Giving Things –Giving Skills – Gifts of reconciliation and new beginnings – Gifts that keep on giving – Model gifts –Giving to good ideas – Organizing markets for the public good –Nonprofit markets can be organized too – What about government? – How much should you give and why?

Audiovisuals also include credits notes, language note (Closed-captioned), and system details notes, too. Motion pictures include MPAA rating note.

Reference: See “Summary Notes for Catalog Records.”

Area 8: Standard number and terms of availability (AACR2r 8.1)

* This area is for the International Standard Book Number (ISBN), the International Standard Serial Number (ISSN), and any other numbers agreed upon by the International community, as well as the price.

Elements: ISBN (edition qualifier) :followed by the terms of availability

Example: 9780307266743 (pbk.): $24.95

Reference: See “ISBN tips.”